

# OPENING THE POLLS CHECKLIST

The following checklists are compliments of John Puzauskas, Hank Naour, and Bob Fisher, three of your fellow election judges.



## **1. It's 5:00 a.m.**

### ☐ **Getting Started:**

- ☐ Remove, administer, and all five judges sign Oath of Office. (Sleeve 2 in Binder)
- ☐ Prepare and put on the Election Judge name badges. (Sleeve 2 in Binder)
- ☐ Check supplies. You should have the following:
  - Black AccuVote bag containing the AccuVote unit, power cord, and keys
  - Touch Screen machine and box containing printer housing
  - Suitcase containing supplies (including red and blue bag for voted ballots at end of night)
  - Green and yellow bag containing ballots and applications

## **2. Prepare the Voting Equipment:**

- ☐ Prepare the AccuVote unit for Voting. (See separate instructions included in this sleeve.)
- ☐ Prepare the Touch Screen unit for Voting. (See separate instructions included in this sleeve.)

## **3. Check In Ballots and Prepare the Official Ballot Record**

- ☐ Remove the Certification of Inspection from the Sleeve 4 of the Binder.
- ☐ Verify the numbers of ballots are listed correctly.
- ☐ **Separate the different ballot styles.**

## **4. Organize the Polling Place**

### ☐ **Set up Station 1 with the following:**

- ☐ "Suggested Station 1 Checklist" (Page 7a of Binder)

PeggyAnn Milton, Election Authority  
115 E Washington Street, Room 102  
Bloomington, IL 61701

- ☐ “Start Here” sign (Before the Polls envelope)
- ☐ Precinct Voters List (Sleeve 6 of Binder)
- ☐ Absentee Voters List (Envelope with Absentee Ballots)
- ☐ Pens (supply bag)
- ☐ Pollwatcher Register and sample pollwatcher credentials (Sleeve 3 of Binder)
- ☐ Precinct map (Sleeve 8 of Binder)
- ☐ Polling place lists (Sleeve 8 of Binder)



**Set up Station 2 with the following:**

- ☐ “Suggested Station 2 Checklist” (Page 7b of binder)
- ☐ Preprinted applications (green and yellow bag)
- ☐ Blank applications (Sleeve 13 of Binder)
- ☐ Affidavits (Sleeve 13 of Binder)
- ☐ Report to Election Authority by Judges of Election for Address Changes and Deceased Persons (Sleeve 12 of Binder)
- ☐ Report of Judges of Election to Election Authority of Persons Voting by Affidavit (Sleeve 12 of Binder)
- ☐ Judge of Election Facsimile Signature Report for Preprinted Applications (Sleeve 12 of Binder)
- ☐ Track Your Numbers sheet (Sleeve 15 of binder)
- ☐ Ballot Entitlement (Page 9 of binder)
- ☐ Black Pens (supply bag)



**Set up Station 3 with the following:**

- ☐ “Suggested Station 3 Checklist” (Page 7c of Binder)
- ☐ Official Ballots (green and yellow bag)
- ☐ Ballot Secrecy Covers (During Voting envelope)
- ☐ Red pens for initialing ballots (supply bag)
- ☐ List of Valid Write-Ins (Sleeve 10 of Binder )
- ☐ Affidavit of Voter Code Corrections (Sleeve 13 of Binder)
- ☐ “Spoiled Ballots before 7:00 p.m.” envelope (During Voting envelope)
- ☐ Black pens for marking ballots (supply bag)
- ☐ Demonstrator ballots (Sleeve 14 of Binder)
- ☐ Narrative for Demonstration (Page 14a of Binder)

- ☐ Tissues for cleaning demonstrator ballot (supply bag)
- ☐ Voter Access Card Encoder (front pouch)



**Set up Station 4 with the following:**

- ☐ “Suggested Station 4 Checklist” (Page 7d of Binder)
- ☐ Ballot secrecy cover (During Voting envelope)
- ☐ “I Voted” stickers (supply bag)



**Hang the remaining polling place signage and prepare voting booths:**

- ☐ No Smoking, Polling Place, Instructional, etc. (Before the Polls Open envelope)
- ☐ Specimen Ballots (Sleeve 5 of Binder)
- ☐ Hang an Instruction for Marking Ballot sign in each voting booth (Before the Polls Open envelope)



**Extra Supplies should be placed in a convenient location for all Election Judges to use as necessary. Extra Supplies include tape, extra felt tip markers, extra pens, magnifying sheet, etc.**



**AT 6:00 A.M. ANNOUNCE THAT THE POLLS ARE NOW OPEN**

- ☐ If you are working in your home precinct, vote at 6:00 a.m. This will ensure that the machine is working properly.
- ☐ Read through the Suggestions, Reminders, and Helpful Hints.

**Have a Great Day!!**